

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: OKLAHOMA DEPARTMENT OF COMMERCE

Report Name: CSBG State Plan

Report Period: 10/01/2023 to 09/30/2024

Report Status: Saved -- with Errors

Report Sections

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires: 08/30/2024							
COVER PAGE									
* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request? Explanation: 2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update State Use Only: 5. Date Received By State: 6. State Application Identifier:						
7. APPLICANT INFORMATION									
* a. Legal Name: Oklahoma State Department of Commerce									
* b. Employer/Taxpayer Identification Number (EIN/TIN): 736017987		* c. Organizational DUNS: R7Y8GWQS3WE5							
* d. Address:									
* Street 1:	900 North Stiles Ave.	Street 2:							
* City:	Oklahoma City	County:	Oklahoma						
* State:	Ok	Province:							
* Country:	United States	* Zip / Postal Code:	73104 - 3234						
e. Organizational Unit:									
Department Name: Community Development		Division Name: Community Development							
f. Name and contact information of person to be contacted on matters involving this application:									
Prefix:	* First Name: Shellie	Middle Name:	* Last Name: Schlegel						
Suffix:	Title: Program Planner	Organizational Affiliation:							
* Telephone Number: (405) 568-8195	Fax Number	* Email: shellie_schlegel@okcommerce.gov							
* 8a. TYPE OF APPLICANT: A: State Government									
b. Additional Description:									
* 9. Name of Federal Agency:									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">Catalog of Federal Domestic Assistance Number:</td> <td style="width: 34%; text-align: center;">CFDA Title:</td> </tr> <tr> <td style="padding: 5px;">10. CFDA Numbers and Titles</td> <td style="padding: 5px;">93569</td> <td style="padding: 5px;">Community Services Block Grant</td> </tr> </table>					Catalog of Federal Domestic Assistance Number:	CFDA Title:	10. CFDA Numbers and Titles	93569	Community Services Block Grant
	Catalog of Federal Domestic Assistance Number:	CFDA Title:							
10. CFDA Numbers and Titles	93569	Community Services Block Grant							
11. Descriptive Title of Applicant's Project CSBG Funding for Oklahoma Eligible Entities									
12. Areas Affected by Funding: Oklahoma - Statewide									
13. CONGRESSIONAL DISTRICTS OF:									
* a. Applicant OK		b. Program/Project:							
Attach an additional list of Program/Project Congressional Districts if needed.									
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:							
a. Start Date:	b. End Date:	* a. Federal (\$): \$0	b. Match (\$): \$0						
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?									
a. This submission was made available to the State under the Executive Order 12372									
Process for Review on :									
b. Program is subject to E.O. 12372 but has not been selected by State for review.									

c. Program is not covered by E.O. 12372.	
* 17. Is The Applicant Delinquent On Any Federal Debt? <input type="radio"/> YES <input checked="" type="radio"/> NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input checked="" type="checkbox"/>	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)
Attach supporting documents as specified in agency instructions.	

Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:08/30/2024	
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter			
1.1. Identify whether this is a One-Year or a Two-Year Plan		<input type="radio"/> one-year <input checked="" type="radio"/> two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2024	Year Two 2025
1.2. Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. <i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, select the fields that have been changed [Check all that apply]			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website		
1.2a. Lead agency			
1.2b. Cabinet or administrative department of this lead agency [Check one and provide a narrative where applicable]			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Community Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Other, describe			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		Oklahoma Department of Commerce	
1.2d. Authorized Official of the Lead Agency			
Name: Marshall Vogts		Title: Director, Community Development Service	
1.2e. Street Address		900 N. Stiles Ave	
1.2f. City		Oklahoma	1.2g. State OK
		1.2h. Zip 73109	
1.2i. Telephone number 405 815 - 5339 ext.		1.2j. Fax number 405 815 - 5334	
1.2k. Email address Marshall.Vogts@OKCommerce.gov		1.2l. Lead agency website https://www.okcommerce.gov/	
1.3. Designation Letter: Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.			
1.4. CSBG Point of Contact: provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.			
Has Information regarding to the state point of contact has changed since the last submission of the State Plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			

If yes, select the fields that have changed [check all the apply]					
<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Point of Contact	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input checked="" type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input checked="" type="checkbox"/>	Email Address	<input type="checkbox"/>	Website
1.4a. Agency Name Oklahoma Department of Commerce					
1.4b Point of Contact Name					
Name: Amanda Marcott-Thottunkal			Title: Director of Energy and Empowerment Programs		
1.4c. Street Address			900 N. Stiles Ave		
1.4d. City			Oklahoma	1.4e. StateOK	1.4f. Zip 73109
1.4g. Telephone Number 405 518 - 5374 ext.			1.4h. Fax Number -		
1.4i. Email Address Amanda.Marcott-Tottunkal@okcommerce.gov			1.4j. Agency Website https://www.okcommerce.gov/		
1.5. Provide the following information in relation to theState Community Action Association.					
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No					
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input checked="" type="radio"/> Yes <input type="radio"/> No					
If yes, select the fields that have been changed [Check all the apply]					
<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Executive Director	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	State	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		
1.5a. Agency Name Oklahoma Association of Community Action Agencies					
1.5b. Executive Director or Point of Contact					
Name: Amanda Ewing			Title: Executive Director		
1.5c. Street Address			605 Centennial Blvd.		
1.5d. City			Edmond	1.5e. StateOK	1.5f. Zip 73013
1.5g. Telephone number 405 949 - 1495 ext.			1.5h. Fax number -		
1.5i. Email Address executivedirector@OKACAA.org			1.5j. State Association Website http://okacaa.org/		
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input checked="" type="radio"/> Yes <input type="radio"/> No					

Section 2: State Legislation and Regulation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG ☒ Yes ☐ No

2.2. CSBG State Regulation:

State has regulations for CSBG ☐ Yes ☒ No

2.3. Legislation/Regulation Document: *Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.*

<https://law.justia.com/codes/oklahoma/2022/title-74/section-74-5035/>

2.4. State Authority:

Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

2.4a. Authorizing Legislation: State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year ☐ Yes ☒ No

2.4b. Regulation Amendments: State established or amended regulations for CSBG last federal fiscal year ☐ Yes ☒ No

Section 3: State Plan Development and Statewide Goals

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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SECTION 3

State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

Briefly describe the mission and responsibilities of the state agency that serves as the CSBG Lead Agency.

Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

3.2. State Plan Goals:

Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.

(Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the State's Annual Report, Module 1, Item B.1.)

The goals of the State CSBG office are: Timely distribution of funds to eligible entities Monitoring of eligible entities Providing training and technical assistance to assist eligible entities in complying with CSBG program objectives, ROMA and Organizational Standards

3.3. State Plan Development:

Indicate the information and input the state accessed to develop this State Plan.

3.3a. Analysis of state-level tools *[Check all that apply applies and provide additional information where applicable]*

☒ State Performance Indicators and/or National Performance Indicators (NPIs)

☐ U.S. Census data

☒ State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)

☒ Monitoring Visits/Assessments

☐ Tools Not Identified Above (specify)

3.3b. Analysis of local-level tools *[Check all that applies and provide additional information where applicable]*

☒ Eligible Entity Community Needs Assessments

☒ Eligible Entity Community Action Plans

☒ Public Hearings/Workshops

☐ Tools Not Identified Above (e.g., State required reports)[specify]

3.3c. Consultation with *[Check all that applies applies and provide additional information where applicable]*

☒ Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)

☒ State Association

☐ National Association for State Community Services Programs (NASCSPP)

☐ Community Action Partnership (NCAP)

☐ Community Action Program Legal Services (CAPLAW)

☐ CSBG Tribal Training and Technical Assistance (T/TA) provider

☐ Regional Performance Innovation Consortium (RPIC)

☐ Association for Nationally Certified ROMA Trainers (ANCRT)

☐ Federal CSBG Office

☐ Organizations not identified above [Specify]

3.4. Eligible Entity Involvement

3.4a. State Plan Development Describe the specific steps the State took in developing the State Plan to involve the eligible entities.

(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)

The state office used information from the eligible entities' CAPs and CNAs to draft the plan. The initial draft was shared with the EEs and the state

association for review and comment prior to the plan being made available for public comment. The EEs were able to provide additional input and comments until 1 week prior to the plan submission deadline.

3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to:

- 1) encourage eligible entity participation and
- 2) ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.
If the State is not making any adjustments, provide further detail.

(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)

The state was not able to make any changes to the process for this plan period but is planning to work with the association and EEs prior to the next plan submission to address any issues with plan development. The state will be using the most current ACSI data to drive the discussion/process.

3.5. Eligible Entity Overall Satisfaction:

Provide the State's target for eligible entity Overall Satisfaction during the performance period:

Year One	64	Year Two	70
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Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)

Section 4: CSBG Hearing Requirements

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Administration for Children and Families
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SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

4.2. Public Notice/Hearing:

Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under Section 676(a)(2)(B) of the CSBG Act.

4.3. Public and Legislative Hearings:

In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	05/09/2023	Oklahoma State Capitol Building, Oklahoma City, OK	Legislative	<input type="checkbox"/>
2	08/23/2023	Oklahoma Department of Commerce, Oklahoma City, OK	Public	<input type="checkbox"/>

NOTE : States can add rows as needed for each hearing as needed

4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.

Section 5: CSBG Eligible Entities

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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

In the table below, indicate whether each eligible entity in the state, is public or private, the type(s) of entity, and the geographical area served by the entity.

Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.

Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	BIG FIVE COMMUNITY SERVICES, INC.	Bryan County, Carter County, Coal County, Love County, Pontotoc County	Non-Profit	Community Action Agency
2	Central Oklahoma Community Action Agency	Cleveland County, Lincoln County, Logan County, Payne County, Pottawatomie County, Seminole County	Non-Profit	Community Action Agency
3	Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc.	Canadian County, Oklahoma County	Non-Profit	Community Action Agency
4	Community Action Development Corporation	Beckham County, Cotton County, Jefferson County, Kiowa County, Roger Mills County, Tillman County, Washita County	Non-Profit	Community Action Agency
5	COMMUNITY ACTION RESOURCE AND DEVELOPMENT, INC.	Mayes County, Nowata County, Rogers County, Wagoner County, Washington County	Non-Profit	Community Action Agency
6	Community Development Support Association, Inc.	Garfield County, Grant County	Non-Profit	Community Action Agency
7	Deep Fork Community Action Foundation, Inc.	Hughes County, McIntosh County, Okfuskee County, Okmulgee County	Non-Profit	Community Action Agency
8	Delta Community Action Foundation, Inc.	Garvin County, McClain County, Stephens County	Non-Profit	Community Action Agency
9	Great Plains Improvement Foundation, Inc.	Comanche County	Non-Profit	Community Action Agency
10	INCA Community Services, Inc.	Atoka County, Johnston County, Marshall County, Murray County	Non-Profit	Community Action Agency
11	KI BOIS Community Action Foundation, Inc.	Haskell County, Latimer County, Leflore County, Muskogee County, Pittsburg County, Sequoyah County	Non-Profit	Community Action Agency
12	LIFT Community Action Agency, Inc.	Choctaw County, McCurtain County, Pushmataha County	Non-Profit	Community Action Agency
13	Northeast Oklahoma Community Action Agency, Inc.	Adair County, Cherokee County, Craig County, Delaware County, Ottawa County	Non-Profit	Community Action Agency
14	Opportunities, Inc.	Alfalfa County, Beaver County, Blaine County, Cimarron County, Custer County, Dewey County, Ellis County, Harper County, Kingfisher County, Major County, Texas County, Woods County, Woodward County	Non-Profit	Community Action Agency
15	Southwest Oklahoma Community Action Group, Inc.	Greer County, Harmon County, Jackson County	Non-Profit	Community Action Agency
16	United Community Action Program, Inc.	Creek County, Kay County, Noble County, Osage County, Pawnee County	Non-Profit	Community Action Agency
17	Washita Valley Community Action Council	Caddo County, Grady County	Non-Profit	Community Action Agency
18	Community Action Project of Tulsa	Tulsa County	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities 18

5.3. Changes to Eligible Entities List:

Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: [Check all that apply].

- ☐ Designation and/or Re-Designation
- ☐ De-Designations and/or Voluntary Relinquishments
- ☐ Mergers
- ☒ No Changes to Eligible Entities List

5.3a. Designation and Re-Designation: Identify any new entities that have beendesignated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year.Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete

5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires: 08/30/2024						
SECTION 6 Organizational Standards for Eligible Entities							
Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i> , for more information on Organizational Standards. Click HERE for IM 138.							
6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period <input checked="" type="radio"/> COE CSBG Organizational Standards <input type="radio"/> Modified version of COE CSBG Organizational Standards <input type="radio"/> Alternative set of Organizational Standards							
6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.							
6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.							
6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards							
<input checked="" type="radio"/> There were no changes from the previous State Plan submission							
Provide reason for using alternative standards							
Describe rigor compared to COE-developed Standards							
6.2. Implementation: Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. <i>[Check all that apply and narrative where applicable]</i>							
<input type="checkbox"/> Regulation							
<input checked="" type="checkbox"/> Policy							
<input checked="" type="checkbox"/> Contracts with eligible entities							
<input type="checkbox"/> Other, describe:							
6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). <i>[Check all that apply.]</i>							
<input type="checkbox"/> Peer-to-peer review <i>(with validation by the State or state-authorized third party)</i>							
<input checked="" type="checkbox"/> Self-assessment <i>(with validation by the State or state-authorized third party)</i>							
<input type="checkbox"/> Self-assessment/peer review with state risk analysis							
<input type="checkbox"/> State-authorized third party validation							
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring							
<input checked="" type="checkbox"/> Other Routine desk monitoring							
6.3a. Assessment Process: Describe the planned assessment process.							
Oklahoma Eligible Entities upload documentation supporting organizational standards compliance to the States on-line organizational standards documentation management system. The documentation is reviewed and validated by state monitors through desktop and on-site monitoring visits. The state office works with the system developer continuously to improve efficiency based on feedback from state office monitors and eligible entity users.							
6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? <input type="radio"/> Yes <input checked="" type="radio"/> No							
6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption							
Total Number of Exempt Entities: 0							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">CSBG Eligible Entity</th> <th style="width: 40%;">Description / Justification</th> <th style="width: 20%; text-align: center;">Delete</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	CSBG Eligible Entity	Description / Justification	Delete				
CSBG Eligible Entity	Description / Justification	Delete					

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period

Year One	39%	Year Two	44%
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Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module I, Table D.2.

Section 7: State Use of Funds

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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SECTION 7 State Use of Funds

Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

7.1. Formula:

Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

- ☐ Historic
- ☒ Base + Formula
- ☐ Formula Alone
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

Eligible Entities are awarded a base amount of \$10,000 per county within their service area. The remaining funds are allocated by a formula based on the poverty population, elderly population, and the total square miles per county. Effective in Federal fiscal year 2015, the State Association Board of Directors proposed to the state office that the difference between 2000 and 2010 census data in the formula be allocated at 10% each year. This allows for entities with an increase in population to receive additional funds while at the same time decreasing funds to those with a decrease in population without drastically impacting their budgets.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? ☒ Yes ☐ No

7.2. Planned Allocation:

Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act.

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.

Year One	90.00%	Year Two	90.00%
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Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
BIG FIVE COMMUNITY SERVICES, INC.	\$367,487	
Central Oklahoma Community Action Agency	\$935,921	
Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc.	\$1,531,466	
Community Action Development Corporation	\$226,581	
COMMUNITY ACTION RESOURCE AND DEVELOPMENT, INC.	\$419,929	
Community Development Support Association, Inc.	\$147,337	
Deep Fork Community Action Foundation, Inc.	\$271,073	
Delta Community Action Foundation, Inc.	\$204,098	
Great Plains Improvement Foundation, Inc.	\$254,725	
INCA Community Services, Inc.	\$163,752	
KI BOIS Community Action Foundation, Inc.	\$609,183	
LIFT Community Action Agency, Inc.	\$234,444	
Northeast Oklahoma Community Action Agency, Inc.	\$468,212	
Opportunities, Inc.	\$389,151	
Southwest Oklahoma Community Action Group, Inc.	\$115,735	
United Community Action Program, Inc.	\$416,802	
Washita Valley Community Action Council	\$193,526	
Community Action Project of Tulsa	\$1,017,615	
Total	\$7,967,037	

CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
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BIG FIVE COMMUNITY SERVICES, INC.	\$367,487
Central Oklahoma Community Action Agency	\$935,921
Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc.	\$1,531,466
Community Action Development Corporation	\$22,651
COMMUNITY ACTION RESOURCE AND DEVELOPMENT, INC.	\$419,929
Community Development Support Association, Inc.	\$147,337
Deep Fork Community Action Foundation, Inc.	\$271,073
Delta Community Action Foundation, Inc.	\$204,098
Great Plains Improvement Foundation, Inc.	\$254,725
INCA Community Services, Inc.	\$163,752
KI BOIS Community Action Foundation, Inc.	\$609,183
LIFT Community Action Agency, Inc.	\$234,444
Northeast Oklahoma Community Action Agency, Inc.	\$468,212
Opportunities, Inc.	\$389,151
Southwest Oklahoma Community Action Group, Inc.	\$115,735
United Community Action Program, Inc.	\$416,802
Washita Valley Community Action Council	\$193,526
Community Action Project of Tulsa	\$1,017,615
Total	\$7,763,107

7.3. Distribution Process:
Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

Upon receipt of the current allocation Grant Award the State distributes funds to eligible entities as follows: The State applies its formula to the allocation to determine each eligible entity's distribution amount not more than 5 workdays The State prepares a funding list and routes for approval to Service Director thru Director of Programs and Programs Manager not more than 5 workdays The State prepares award letters and distributes to eligible entities not more than 5 workdays

7.3a Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

☐ Reimbursement

☒ Advance

☐ Hybrid

☐ Other

7.4. Distribution Timeframe:
Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? ☐ Yes ☒ No

7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.

Funds are made available to eligible entities no later than 30 days after receipt of the current allocation Grant Award with two exceptions. Contracts with eligible entities begin on the calendar year and run 21 months, so the first allocation is not available until January. This process is consistently followed every grant year. The second exception is when a small allocation is received, we may opt to hold it and distribute it in combination with the remaining, larger allocation for that quarter when it is received.

7.5. Distribution of Funds Performance Management Adjustment:
Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.

There have been no adjustments, however the State office plans to work with the State Association members to complete an in-depth review of recent ASCI survey results to determine root causes and the steps needed to improve results.

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.

7.6. Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.

Year One (0.00%)	5.00	Year Two (0.00%)	5.00
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7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan			
Year One	14.00	Year Two	14.00
7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan			
Year One	2.25	Year Two	2.25
7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.			
Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)			
<i>Note: This response will link to the corresponding assurance, Item 14.2.</i>			
<p><i>If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.</i></p> <p><i>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</i></p>			
Remainder/Discretionary Fund Uses		Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities		\$50,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities		\$50,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need		\$0.00	
7.9e. Asset-building programs		\$100,000.00	VITA
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups		\$66,000.00	Agency projects
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$152,000.00	CAP Systems, CAPTAIN On-line data collection, CNA, Org. Standards, ROMA
Total		\$418,000.00	
Remainder/Discretionary Fund Uses		Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities		\$50,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities		\$50,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need		\$0.00	
7.9e. Asset-building programs		100,000	VITA
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups		\$66,000.00	Agency projects
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$152,000.00	CAP Systems, CAPTAIN On-line data collection, CNA, Org. Standards, ROMA
Total		\$418,000.00	
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.			
[Check all that apply and narrative where applicable]			
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)			
<input type="checkbox"/> The state partially carries out some activities			

<input checked="" type="checkbox"/>	CSBG eligible entities (<i>if checked, include the expected number of CSBG eligible entities to receive funds</i>) 18
<input type="checkbox"/>	Other community-based organizations
<input checked="" type="checkbox"/>	State Community Action association
<input checked="" type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/>	National technical assistance provider(s)
<input checked="" type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input type="checkbox"/>	Other
Note: <i>This response will link to the corresponding CSBG assurance, item 14.2.</i>	
7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.	
Note: <i>This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.</i>	
The State is not adjusting the use of remainder/discretionary funds under this State Plan.	

Section 8: State Training and Technical Assistance

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 8 State Training and Technical Assistance

8.1. Training and Technical Assistance Plan: Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. The T/TA plan should include all planned CSBG T/TA activities funded through the administrative or remainder/discretionary funds of this CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity; indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

Note: This information is associated with State Accountability Measure 3Sc and pre-populates the Annual Report, Module 1, Table F.1.

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Fiscal	
2	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
3	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
4	Ongoing / Multiple Quarters	Both	Correcting Significant Deficiencies Among Eligible Entities	
5	Ongoing / Multiple Quarters	Both	Reporting	
6	Ongoing / Multiple Quarters	Both	ROMA	
7	Ongoing / Multiple Quarters	Both	Community Assessment	
8	Ongoing / Multiple Quarters	Both	Strategic Planning	
9	Ongoing / Multiple Quarters	Both	Monitoring	
10	Ongoing / Multiple Quarters	Both	Technology	

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Fiscal	
2	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
3	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
4	Ongoing / Multiple Quarters	Both	Correcting Significant Deficiencies Among Eligible Entities	
5	Ongoing / Multiple Quarters	Both	Reporting	
6	Ongoing / Multiple Quarters	Both	ROMA	
7	Ongoing / Multiple Quarters	Both	Community Assessment	
8	Ongoing / Multiple Quarters	Both	Strategic Planning	
9	Ongoing / Multiple Quarters	Both	Monitoring	
10	Ongoing / Multiple Quarters	Both	Technology	

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9):

Year One	\$50,000	Year Two	\$50,000
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8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The state office and the state association work together to develop a training plan for the delivery of training and technical assistance to the EEs. The state also participates in trainings at state association conferences.

8.2. Organizational Standards Technical Assistance: Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate? ☒ Yes ☐ No

Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. Organizational Standards compliance data is used to determine training and technical assistance needs for the network. When several agencies are out of compliance with a standard, the state office and the state association work together to provide appropriate training, either by webinar or at one of the two state association annual conferences. Technical assistance to individual agencies that

struggle to comply with a specific standard is provided by state office monitors or other staff. The state seeks outside assistance for the agency from our federal partners or other subject matter experts, as needed.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. *[Check all that apply.]*

☐ All T/TA is conducted by the state

☒ CSBG eligible entities *(if checked, provide the expected number of CSBG eligible entities to receive funds)* 10

☐ Other community-based organizations

☒ State Community Action association

☐ Regional CSBG technical assistance provider(s)

☒ National technical assistance provider(s)

☒ Individual consultant(s)

☐ Tribes and Tribal Organizations

☒ **Other** The State office has one NCRT on staff that provides TA to both EEs and StateThe State office has one NCRT on staff that provides TA to both EEs and State office staff. CAP Systems our on-line data colleThe State office has one NCRT on staff that provides TA to both EEs and State office staff. CAP Systems our on-line data collection systems vendor

8.4.CSBG-Funded T/TA Performance Management Adjustment:Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated withState Accountability Measures 3Sdmay pre-populate the state's annual report form

The State is not adjusting the training and technical assistance plan under this State Plan. The State office and the State Association work together to develop a coordinated plan for training and technical assistance every year. The State will continue to participate with them to provide any specific T& TA needs addressed as part of that process.

Section 9: State Linkages and Communication

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 9 State Linkages and Communication

Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).

9.1. State Linkages and Coordination at the State Level:

Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

Describe additional information as needed.

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and pre-populates the Annual Report, Module 1, Item G.1.

- ☒ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☒ State Weatherization office
- ☐ State Temporary Assistance for Needy Families (TANF) office
- ☒ Head Start State Collaboration offices
- ☐ State public health office
- ☐ State education department
- ☒ State Workforce Innovation and Opportunity Act (WIOA) agency
- ☐ State budget office
- ☐ Supplemental Nutrition Assistance Program (SNAP)
- ☐ State child welfare office
- ☒ State housing office
- ☐ Other

9.2. State Linkages and Coordination at the Local Level:

Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) - (6)).

Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6., and pre-populates the Annual Report, Module 1, Item G.2.

State linkages and coordination occur at the state level. Eligible entities create and maintain linkages and partnerships at the local level.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

Note: This response will link to the corresponding CSBG assurance, item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

Each eligible entity is required to develop an outcome-based Community Action Plan that ties to the results of the entity's community needs assessment and describes the community-wide approach it will take when making decisions on the anti-poverty programs to be administered by the agency. The Plan must include a description of the current service delivery system targeted to low-income individuals and families in the service area including services offered by the entity and services provided by other agencies, a description of how the agency has coordinated and/or partnered with other local agencies to address gaps in services, and a description of how CSBG funds will be coordinated with other public and private resources.

9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:

Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.

Eligible entities will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of services to low-income individuals and families by conducting a comprehensive intake assessment and through an individualized referral and case management process unique to each organization. Through this individualized process for each community action program, the eligible entities will identify gaps in services for individuals and families. Eligible entities use several methods by which they develop linkages to fill identified gaps in services. Examples include establishing additional linkages with current partners organizations, knowledge of available community resources obtained by

serving on other community service provider committees or groups, peer agency collaboration and professional and/or personal networking. In addition, during annual program planning, eligible entities will brainstorm ways to fill identified gaps and identify strategies for developing linkages and/or the coordination of community partnerships to assure effective service delivery and avoid duplication of services. Eligible entities address linkages in their annual Community Action Plan and their needs assessment summary that is submitted with their annual funding application.

9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:

Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? ☐ Yes
☒ No

Note: This response will link to the corresponding CSBG assurance, item 14.5.

9.4a. WIOA Combined Plan: If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

9.4b. Employment and Training Activities: If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

N/A

9.5. Emergency Energy Crisis Intervention:

Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).

Note: This response will link to the corresponding CSBG assurance, item 14.6.

The state CSBG office receives LIHEAP funds from the Oklahoma State Department of Health and Human Services (DHS). In turn, the state CSBG office provides those LIHEAP funds to eligible entities to provide weatherization services. DHS uses their retained LIHEAP funds to provide emergency energy crisis intervention services through their local county offices. Eligible entities receive county DHS LIHEAP client data to use for recruitment of weatherization program clients as needed.

9.6. Faith-based Organizations, Charitable Groups, Community Organizations:

Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.

Note: this response will link to the corresponding assurance, item 14.9.

Each eligible entity is required to develop an outcome-based Community Action Plan that ties to the results of the entity's community needs assessment, and describes the community wide approach it will take when making decisions on the anti-poverty programs to be administered by the agency. The Plan must include a description of the current service delivery system targeted to low-income individuals and families in the service area including services offered by the entity and services provided by other agencies, a description of how the agency has coordinated and/or partnered with other local agencies, including faith-based, charitable and community organizations, to address gaps in services, and a description of how CSBG funds will be coordinated with other public and private resources. The plan is reviewed by a state monitor in conjunction with review and execution of the entity's annual funding award and by the CSBG planner in preparation of state plans and annual reports.

9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:

Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

Note: this response will link to the corresponding assurance, item 14.3c.

CSBG funding forms the core of the eligible entities administrative capacity. It supports the planning and program design functions and enables the agency to pursue other public and private resources to address the needs of low-income citizens. Its presence has provided eligible entities the recognition as a stable force in their communities. This measure of stability is their main asset for leveraging other program resources. Very often, CSBG funds provide the means for obtaining other funding by helping provide the staffing resources needed to develop partnerships and linkages to design and implement new or expanded services. The use of CSBG funds is critical to the eligible entities. It plays an important role in the agency's ability to evaluate, plan for and meet community needs. Additionally, CSBG funds provide support for staff salaries for many of the programs and services offered by the eligible entities such as emergency assistance services, housing development and rehabilitation, weatherization, homebuyer education, and asset development. Eligible entities address coordination of funds in their annual Community Action Plan and needs assessment summary that is submitted with their annual funding application that is reviewed by a state monitor in conjunction with review and execution of the entity's annual funding award and by the CSBG planner in preparation of state plans and annual reports.

9.8. Coordination among Eligible Entities and State Community Action Association:

Describe state activities for supporting coordination among the eligible entities and the state community action association.

Note: This information will pre-populate the Annual Report, Module 1, Item G.5.

The State is regularly involved in many activities that support coordination among eligible entities and the State Association such as the Oklahoma Weatherization and Housing Advisory Council, the Continuum of Care, the Governors Council on Homelessness, the Region VI Regional Performance and Innovation Consortia and Head Start Collaboration. In addition, the State provides operational funding to the State Association, presents at the Association's monthly Executive Directors meetings, participates at Association conferences. The State office also works with the State Association to develop an annual coordinated Training and Technical Assistance Plan.

9.9. Communication with Eligible Entities and the State Community Action Association:

In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Annually		
State Plan Development	Annually		

Organizational Standards Progress	Monthly		
State Accountability Measures Progress	Not Applicable		
Community Needs Assessments/ Community Action Plans	As needed		
State Monitoring Plans and Policies	As needed		
Training and Technical Assistance (T/TA) Plans	As needed		
ROMA and Performance Management	Semi-Annually		
State Interagency Coordination	As needed		
CSBG Legislative/Programmatic Updates	As needed		
Tripartite Board Requirements	As needed		

9.10. Feedback to Eligible Entities and State Community Action Association:
Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.

Note: This information is associated with State Accountability Measure 5S(iii). and will pre-populate the Annual Report, Module 1, Item G.6

When received, the State will provide feedback to local entities and the State Association regarding performance on State Accountability Measures by presenting them at a State Associations Executive Directors meeting.

9.11. Communication Plan Performance Management Adjustment:
Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.

There has been no feedback on the States communication plan, therefore the state will not be making any adjustments at this time.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act)

10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist states in planning. States may indicate "no review" for entities the state does not plan to monitor in the performance period.

Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	BIG FIVE COMMUNITY SERVICES, INC.	Full On-site	Onsite Review	FY1 Q4	08/22/2022	08/30/2022	
2	Central Oklahoma Community Action Agency	Full On-site	Onsite Review	FY1 Q2	02/22/2022	03/01/2022	
3	Community Action Agency of Oklahoma City, Oklahoma/ Canadian Counties, Inc.	Other	Desk Review	FY1 Q1	06/14/2022	06/21/2022	Annual desk-review
4	Community Action Development Corporation	Full On-site	Onsite Review	FY1 Q2	04/01/2021	04/05/2021	
5	COMMUNITY ACTION RESOURCE AND DEVELOPMENT, INC.	Full On-site	Onsite Review	FY1 Q4	07/26/2021	08/02/2021	
6	Community Development Support Association, Inc.	Full On-site	Onsite Review	FY1 Q1	09/27/2021	10/04/2021	
7	Deep Fork Community Action Foundation, Inc.	Full On-site	Onsite Review	FY1 Q3	05/26/2021	06/02/2021	
8	Delta Community Action Foundation, Inc.	Full On-site	Onsite Review	FY1 Q4	09/06/2021	09/13/2021	
9	Great Plains Improvement Foundation, Inc.	Other	Desk Review	FY1 Q4	06/27/2022	07/01/2022	Annual desk-review
10	INCA Community Services, Inc.	Other	Desk Review	FY1 Q1	11/15/2022	11/22/2022	Annual desk-review
11	KI BOIS Community Action Foundation, Inc.	Full On-site	Onsite Review	FY1 Q3	04/14/2021	04/21/2021	
12	LIFT Community Action Agency, Inc.	Full On-site	Onsite Review	FY1 Q4	07/12/2021	07/19/2021	
13	Northeast Oklahoma Community Action Agency, Inc.	Other	Desk Review	FY1 Q4	08/15/2022	08/22/2022	Annual desk-review
14	Opportunities, Inc.	Full On-site	Onsite Review	FY1 Q3	05/10/2021	05/17/2021	
15	Southwest Oklahoma Community Action Group, Inc.	Other	Desk Review	FY1 Q1	10/24/2022	10/31/2022	Annual desk-review
16	United Community Action Program, Inc.	Full On-site	Onsite Review	FY1 Q1	10/25/2021	11/01/2021	
17	Washita Valley Community Action Council	Full On-site	Onsite Review	FY1 Q1	10/25/2021	11/01/2021	
18	Community Action Project of Tulsa	Full On-site	Onsite Review	FY1 Q4	06/29/2021	07/06/2021	
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	BIG FIVE COMMUNITY SERVICES, INC.	Other	Desk Review	FY2 Q4	08/22/2022	08/30/2022	Annual desk-review

2	Central Oklahoma Community Action Agency	Other	Desk Review	FY2 Q2	02/22/2022	03/01/2022	Annual desk-review
3	Community Action Agency of Oklahoma City, Oklahoma/ Canadian Counties, Inc.	Full On-site	Onsite Review	FY2 Q1	06/14/2022	06/21/2022	
4	Community Action Development Corporation	Other	Desk Review	FY2 Q2	04/01/2021	05/04/2021	Annual desk-review
5	COMMUNITY ACTION RESOURCE AND DEVELOPMENT, INC.	Other	Desk Review	FY2 Q4	07/26/2021	08/02/2021	Annual desk-review
6	Community Development Support Association, Inc.	Other	Desk Review	FY2 Q1	09/27/2021	10/04/2021	Annual desk-review
7	Deep Fork Community Action Foundation, Inc.	Other	Desk Review	FY2 Q3	05/26/2021	06/02/2021	Annual desk-review
8	Delta Community Action Foundation, Inc.	Other	Desk Review	FY2 Q4	09/06/2021	09/13/2021	Annual desk-review
9	Great Plains Improvement Foundation, Inc.	Full On-site	Onsite Review	FY2 Q4	06/27/2022	07/01/2022	
10	INCA Community Services, Inc.	Full On-site	Onsite Review	FY2 Q1	11/15/2022	11/22/2022	
11	KI BOIS Community Action Foundation, Inc.	Other	Desk Review	FY2 Q3	04/14/2021	04/21/2021	Annual desk-review
12	LIFT Community Action Agency, Inc.	Other	Desk Review	FY2 Q4	07/12/2021	07/19/2021	Annual desk-review
13	Northeast Oklahoma Community Action Agency, Inc.	Full On-site	Onsite Review	FY2 Q4	08/15/2022	08/22/2022	
14	Opportunities, Inc.	Other	Desk Review	FY2 Q3	05/10/2021	05/17/2021	Annual desk-review
15	Southwest Oklahoma Community Action Group, Inc.	Full On-site	Onsite Review	FY2 Q1	10/24/2022	10/31/2022	
16	United Community Action Program, Inc.	Other	Desk Review	FY2 Q1	10/25/2021	11/01/2021	Annual desk-review
17	Washita Valley Community Action Council	Other	Desk Review	FY2 Q1	10/25/2021	11/01/2021	Annual desk-review
18	Community Action Project of Tulsa	Other	Desk Review	FY2 Q4	06/29/2021	07/06/2021	Annual desk-review

10.2. Monitoring Policies:

Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

10.3. Initial Monitoring Reports:

According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state's annual report form.

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Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act)

10.4. Closing Findings:

Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? ☒ Yes ☐ No

10.4a. Closing Findings Procedures: If no describe state procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.

N/A

10.5. Quality Improvement Plans (QIPs):

Provide the number of eligible entities currently on QIPs, if applicable.

Note: The QIP information is associated with State Accountability Measures 4Sc.

1

10.6. Reporting of QIPs:

Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP
Note: This item is associated with State Accountability Measures 4Sa(iii).
The State office involved OCS prior to placing the agency on the QIP. Involvement of OCS was initiated by a request for technical assistance to ensure that the state office had both, exhausted all other options and stayed in compliance with the CSBG Act. Communication between the two continues throughout the process.
10.7. Assurance on Funding Reduction or Termination: The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8). <input checked="" type="radio"/> Yes <input type="radio"/> No
Note: This response will link with the corresponding assurance under item 14.8.
Policies on Eligible Entity Designation, De-designation, and Re-designation
10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.
10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public
Our process for designating CAAs is not in writing but is based upon the goal of providing services to clients as quickly as possible. It is done on a case by case basis in conjunction with and with guidance from OCS.
10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities <input checked="" type="radio"/> Yes <input type="radio"/> No
10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation. §74-5036. Community action agency defined - Evaluation of service areas and agencies. A community action agency shall be defined as a public or private nonprofit agency, designated by the Oklahoma Department of Commerce. The Oklahoma Department of Commerce shall have the right to evaluate existing service areas and community action agencies and, as may be necessary, modify boundaries of the service areas or rescind designation in accordance with the provisions outlined in Section 45 of this act so that services will be adequately and efficiently provided.
10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public
10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? <input checked="" type="radio"/> Yes <input type="radio"/> No
10.10a. If Yes, provide the citation(s) of the law and/or regulation. §74-5039. Rescission of designation of community action agency. A. Prior to rescission of designation of a community action agency, the Oklahoma Department of Commerce shall: 1. Determine whether the existing or proposed community action agency is in compliance with Sections 41, 42 and 43 of this act; 2. Evaluate the existing or proposed community action agency service area, and, as may be necessary, modify the boundaries of the service area so that services will be adequately and efficiently provided; 3. Provide a written notice containing the reasons for the anticipated action to the chairman of the board of the existing or proposed community action agency. B. The Oklahoma Department of Commerce may rescind the designation of a community action agency if it is found that the community action agency is not in compliance with any or all of the provisions of Sections 41, 42 and 43 of this act. Any agency whose designation is rescinded pursuant to this section may appeal the order of rescission in accordance with existing state and federal law. The Oklahoma Department of Commerce shall consider a community action agency or agencies for the assumption of all or a portion of the service area of a community action agency with contiguous borders whose designation may be rescinded.
10.10b. If No, describe State procedures for re-designation of existing eligible entities.
Fiscal Controls and Audits and Cooperation Assurance
10.11. Fiscal Controls and Accounting: Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).
The State uses an accounting system that allows for tracking of federal funds by program year in addition to a grant management system that tracks the draws and expenditure information for sub-recipients of federal funds. The systems provide reports by program year as well as account codes such as salary & fringe, supplies, etc. both at the state and sub-recipient levels. The accounting records are regularly reconciled back to the federal draw system. Expenditures are reviewed and approved by program staff prior to submission to the accounting department. Financial staff also review to ensure the expenses were incurred during the grants period of performance and are in compliance with OMB grant guidance.
10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.
Note: This information is associated with State Accountability Measure 4Sd.
An Audit Report Checklist is completed and verified by the audit staff. An Audit Review form containing the decision is uploaded into the State CSBG offices online grants management system. The contractor receives an email notification if an audit response is required and when the audit is closed.
10.13. Assurance on Federal Investigations: The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. <input checked="" type="radio"/> Yes <input type="radio"/> No
Note: This response will link with the corresponding assurance, Item 14.7.
10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2? <input checked="" type="radio"/> Yes <input type="radio"/> No
10.13b. Closing Findings Procedures: If no, describe state procedures for permitting and cooperating with federal investigations.

10.14. Monitoring Procedures Performance Management Adjustment:

Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.

The state is not planning any adjustments to monitoring procedures during this period.

Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 11 Eligible Entity Tripartite Board

11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[*Check all that applies and narrative where applicable*]

- ☐ Attend Board meetings
- ☒ Organizational Standards Assessment
- ☒ Monitoring
- ☒ Review copies of Board meeting minutes
- ☐ Track Board vacancies/composition
- ☐ Other

11.2. Tripartite Board Updates: Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc., [*Select one and narrative where applicable*]

- ☐ Annually
- ☐ Semiannually
- ☐ Quarterly
- ☐ Monthly
- ☐ As it Occurs

☒ Other The Board Membership Roster and By-Laws are submitted annually and as updated. Board Committee Membership lists are submitted as updated; and Board packets and approved board minutes are to be submitted within 30 days after the board meeting.

11.3. Tripartite Board Representation Assurance: Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act

Note: This response will link with the corresponding assurance, item 14.10.

The state reviews the eligible entities policies and procedures and bylaws. In addition, board files are reviewed as part of the States monitoring. Documentation in the Board member files is reviewed to determine the process by which the members were elected to the board.

11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. ☐ Yes ☒ No

11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.

Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 12 Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:

Provide the income eligibility threshold for services in the state.

[Check one item below.]

☒ 125% of the HHS poverty line ☐ X% of the HHS poverty line (fill in the threshold) ☐ Varies by eligible entity

0% % *[Response Option: numeric field]*

12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

The State's eligibility threshold is 125% of of the HHS poverty line, unless at anytime OCS provides documentation that a higher rate is allowed, then the State's eligibility threshold will increase to that amount. The State requires that eligible entities have policies/procedures in place to assure compliance with income eligibility requirements for the programs they administer. As part of the States monitoring, the eligible entities policies/procedures are reviewed to ensure that the agency is servicing low-income individuals. In addition, client files are reviewed for documentation of household numbers and income verification.

12.2. Income Eligibility for General/Short-Term Services:

Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical).An example of these services is emergency food assistance.

As a part of the monitoring of eligible entities the state reviews income verification on a sampling of clients for both ODOC funded programs and non-ODOC funded programs and ensures the agencies have policies and procedures in place that are used to ensure low-income populations are served.

12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).

Each eligible entity is required to develop an outcome-based Community Action Plan that ties to the results of the entitys community needs assessment and describes the community-wide approach the eligible entity will take when making decisions on the anti-poverty programs to be administered by the eligible entity. The Community Action Plan must include a description of the current service delivery system targeted to low-income individuals and families in the service area including services offered by the eligible entity and services provided by other agencies. This plan is reviewed by a state monitor in conjunction with review and execution of the entitys annual funding award and by the CSBG planner in preparation of state plans and annual reports. In addition, as a part of monitoring of eligible entities the state reviews income verification on a sampling of clients, for both ODOC funded programs and non-ODOC funded programs and ensures the agencies have policies and procedures in place that are used to ensure low-income populations are served. Also, each program year eligible entities are required to complete and submit an agency program chart that ties the programs to the FNPIs/ROMA outcomes.

Section 13: Results Oriented Management and Accountability (ROMA) System

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 13 Results Oriented Management and Accountability (ROMA) System

13.1. Performance Measurement System:

Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module I, Item I.1.

- ☒ The Results Oriented Management and Accountability (ROMA) System
- ☐ Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

Attached

13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

Note: This response will also link to the corresponding assurance, Item 14.12.

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☐ Others

The State office plans to implement a ROMA review process to begin in calendar year 2024. The CSBG Program Planner will regularly review both outcome and output data that the EE collect within the State's on-line data collection system (CAPTAIN). Outcomes will be compared to the targets that the EE provide with their annual funding application, and feedback will be provided to assist the EE to more regularly use their data to make decisions concerning the programs they offer to their customers.

13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.

Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.

The state has 9 Nationally Certified ROMA Professionals (NCRP), 4 Trainers (NCRT) and 5 ROMA Implementers (NCRI). One NCRT is at a local agency, and two are active within our CAA network working as private consultants. The fourth is on staff at the State office and is a NCMRT candidate. NCRTs provide on-going training & technical assistance to the eligible entities and participate in Intro to ROMA trainings offered as needed through our State Association. NCRTs offer training & technical assistance to their own agencies, but often work as a resource to the entire state as well. NCRPs regularly meet to discuss Oklahoma ROMA Implementation in the state, and to offer peer to peer support to each other. The State office, State Association and the NCRPs often work together on projects to improve ROMA implementation and use within our network. This ROMA group have implemented a standardized Community Needs Assessment (CNA) reporting process and software system and a standardized risk assessment client intake scale in our statewide online data collection system. NCRI often support others going through an NCRT/NCRI candidacy process. The State also supports the EEs by providing: an on-line data collection system (software user fees and on-going technical assistance and training provided by the software company). The system (CAPTAIN) tracks outcomes by FNPI services by service codes. It also has the capability to track outcomes on scales and matrices. a standardized, on-line CNA Survey Tool, that allows agency clients and others within the community to respond to surveys on-line using a computer or their phone. It allows the survey to be shared by email and social media. The agencies can also use it to create other surveys to collect data for other needs. an Organizational Standards compliance management system which makes ensuring compliance much more efficient for both the agencies and the State office. continued support of the development and implementation of a ROMA Implementation software program. continued collaboration with the State Association to provide on-going ROMA training payment for registration fees for network staff for NCRP certification.

13.4. Eligible Entity Use of Data:

Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?

Note: This response will also link to the corresponding assurance, Item 14.12.

The state provides the network access to an online data collection system. The system tracks outcomes by FNPI. Eligible entities use the system to plan and report outcomes and demographics for the individuals and families they serve throughout the year. The system is used by the eligible entities to review progress with CSBG goals and to complete their annual reports. As a part of their monitoring, State monitors review the eligible entities use of the data. In addition, the pre-award risk assessment process requires eligible entities to submit examples of how they used data to make/or not make adjustment to their programs. The State's pre-award risk assessment process requires eligible entities to submit examples of how they used data to make/or not make adjustment to their programs.

Community Action Plans and Needs Assessments

13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.

Note: this response will link to the corresponding assurance, Item 14.11.

The state requires that eligible entities submit their annual Community Action Plan with their CSBG pre-award risk assessment/funding application each year. The plan is reviewed by a state monitor in conjunction with review and execution of the entity's annual funding award and by the CSBG planner in preparation of state plans and annual reports.

13.6. Community Needs Assessment:

Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.

Note: this response will link to the corresponding assurance, Item 14.11.

The state requires that eligible entities submit a Community Needs Assessment report each year with their CSBG grant application. The summary is reviewed by a state monitor in conjunction with review and execution of the entity's funding award and by the CSBG planner in preparation of state plans and annual reports. In accordance with Organizational Standard 3.1 agencies are required to complete a CNA and report every 3 years.

Section 14: CSBG Programmatic Assurances and Information Narrative

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 14 CSBG Programmatic Assurance and Information Narrative (Section 676(b) of the CSBG Act)

14.1 Use of Funds Supporting Local Activities

CSBG Services

14.1a. 676(b)(1)(A): Describe how the state will assure "that funds made available through grant or allotment will be used -

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- (i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
- (ii) to secure and retain meaningful employment;
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- (iv) to make better use of available income;
- (v) to obtain and maintain adequate housing and a suitable living environment;
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -
 - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Each eligible entity is required to develop an outcome-based Community Action Plan that ties to the results of the entity's community needs assessment and describes the community-wide approach the eligible entity will take when making decisions on the anti-poverty programs to be administered by the eligible entity. The Community Action Plan must include a description of the current service delivery system targeted to low-income individuals and families in the service area including services offered by the agency and services provided by other organizations within the service area. This plan is reviewed by a state monitor in conjunction with review and execution of the entity's annual funding award and by the CSBG planner in preparation of state plans and annual reports. In addition, as a part of monitoring of eligible entities the state reviews income verification on a sampling of clients, for both ODOC funded programs and non-ODOC funded programs and ensures the eligible entity has policies and procedures in place that are used to ensure low-income populations are served. Also, each program year eligible entities are required to submit performance management outcomes that tie programs to the FNPIs/ROMA outcomes.

Needs of Youth

14.1b. 676(b)(1)(B) Describe how the state will assure "that funds made available through grant or allotment will be used -

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school child care programs;

Each eligible entity is required to develop an outcome-based Community Action Plan that ties to the results of the entity's community needs assessment and describes the community-wide approach the contractor will take when making decisions on the anti-poverty programs to be administered by the agency. The Community Action Plan must include a detailed description of how the agency does or will address the needs of youth in low-income communities through youth development programs. This plan is reviewed by a state monitor in conjunction with review and execution of the entity's annual funding award.

Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how the state will assure "that funds made available through grant or allotment will be used -

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

Each eligible entity is required to develop an outcome-based Community Action Plan that ties to the results of the entity's community needs assessment and describes the community-wide approach the eligible entity will take when making decisions on the anti-poverty programs to be administered by the eligible entity. The Community Action Plan must include a description of the current service delivery system targeted to low-income individuals and families in the service area including services offered by the entity and services provided by other agencies, a description of how the agency has coordinated and/or partnered with other local agencies to address gaps in services, and a description of how CSBG funds will be coordinated with other public and private resources. This plan is reviewed by a state monitor in conjunction with review and execution of the entity's annual funding award.

State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."

Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."

14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;"

Oklahoma has 18 eligible entities that serve all of its 77 counties. The service delivery system for the eligible entities involves two initiatives. First, the entities establish partnerships with all other agencies that can assist clients with access to services that are both related to the agency's identified priorities and those that are not. These relationships provide a network of services and referral sources that will assist individuals and families to secure greater self-sufficiency. The second initiative involves a system of intake, assessment and eligibility for services offered by the agency. A uniform intake is completed for each client coming to the agency for services. If the intake indicates that additional services offered by the agency or by other partners would enable the client to secure services that promote self-sufficiency, the client is referred to other programs or other agencies.

Eligible Entity Linkages - Approach to Filling Service Gaps

14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."

Note: The state describes this assurance in the state linkages and communication section, item 9.3b.

Eligible entities will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of services to low-income individuals and families by conducting a comprehensive intake assessment and through an individualized referral and case management process unique to each organization. Through this individualized process for each community action program, the eligible entities will identify gaps in services for individuals and families. Eligible entities use several methods by which they develop linkages to fill identified gaps in services. Examples include establishing additional linkages with current partners organizations, knowledge of available community resources obtained by serving on other community service provider committees or groups, peer agency collaboration and professional and/or personal networking. In addition, during annual program planning, eligible entities will brainstorm ways to fill identified gaps and identify strategies for developing linkages and/or the coordination of community partnerships to assure effective service delivery and avoid duplication of services. Eligible entities address linkages in their annual Community Action Plan and their needs assessment summary that is submitted with their annual funding application.

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."

Note: The state describes this assurance in the state linkages and communication section, item 9.7.

CSBG funding forms the core of the eligible entities administrative capacity. It supports the planning and program design functions and enables the agency to pursue other public and private resources to address the needs of low-income citizens. Its presence has provided eligible entities the recognition as a stable force in their communities. This measure of stability is their main asset for leveraging other program resources. Very often, CSBG funds provide the means for obtaining other funding by helping provide the staffing resources needed to develop partnerships and linkages to design and implement new or expanded services. The use of CSBG funds is critical to the eligible entities. It plays an important role in the agency's ability to evaluate, plan for and meet community needs. Additionally, CSBG funds provide support for staff salaries for many of the programs and services offered by the eligible entities such as emergency assistance services, housing development and rehabilitation, weatherization, homebuyer education, and asset development. Eligible entities address coordination of funds in their annual Community Action Plan and needs assessment summary that is submitted with their annual funding application that is reviewed by a state monitor in conjunction with review and execution of the entity's annual funding award and by the CSBG planner in preparation of state plans and annual reports.

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).

Eligible entities support many programs and initiatives with CSBG funds that strengthen families and encourage parenting. The Head Start program places a heavy emphasis on parent involvement in the classroom. Agencies strive to strengthen the relationship between Head Start and Early Head Start children and the important men in their lives by encouraging Dads to participate in the educational process of their child. Some activities for fathers include Breakfast with Buddies, Tool-boxes for Dads, and Fathers Reading Every Day (FRED). Raising a Reader has been implemented to effectively develop family reading habits and by doing so helps young children enter school ready to learn. Examples of other agency initiatives include: The

Conscious Discipline training program for parents. Conscious Discipline is a research-based program that helps adults stay calm enough to see misbehavior and upset as a signal to teach instead of punish. It is built on safety, connection and problem solving. Financial literacy for parents through the Money and Me program utilizing the Money as You Grow book club as building blocks for good financial decision making for our children and families. This program offers opportunities for families to learn key concepts through reading, play and quiet one-on-one talks. Parenting classes on such topics as Child Growth and Development, ages and Stages of Development, Behavior and Guidance, and Nutrition. Through a partnership with the Department of Humans Services Program and Employment Now, they may obtain employments. Single fathers can also participate in support groups. Respite and additional guidance can be offered through referral to the Foster Grandparents Program. The Strengthening Families Program curriculum. YouthFirst program provides case management services to at-risk youth ages 10 to 17. Youth participants receive support to become productive, law-abiding citizens. Project activities and SFP training work to strengthen the family system, protective factors, pro-social skills and parent-child communication. The HOME Program, where eligible entities buy and renovate homes and then rent them to low-income people provides safe, low-cost housing has been shown to strengthen the family as a whole. Some other family support initiatives are Family Advancement Services which provides parenting classes, screening for public benefits and financial coaching; family literacy efforts that include an adult education program, ESL programs as well as weekly story time events which help teach parents literacy skills, build home libraries, and promote intergenerational literacy. Eligible entities provide a description of how funds will support innovative community and neighborhood-based programs such as fatherhood initiatives, and other initiatives aimed at strengthening families in their annual Community Action Plan and needs assessment report that is submitted with their annual funding application.

Eligible Entity Emergency Food and Nutrition Services

14.4. 676(b)(4) Describe how the state will assure "that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."

Each eligible entity is required to develop an outcome-based Community Action Plan that ties to the results of the entity's community needs assessment and describes the community-wide approach the contractor will take when making decisions on the anti-poverty programs to be administered by the agency. The Community Action Plan must include a detailed description of the strategy to counteract conditions of starvation and malnutrition and include a description of the agency's emergency food provisions plan- qualifications, limitations, evaluations, and coordination with other programs. This plan is reviewed by a state monitor in conjunction with review and execution of the entity's annual funding award and by the CSBG planner in preparation of state plans and annual reports.

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."

Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

State Coordination/Linkages and Low-income Home Energy Assistance

14.6. 676(b)(6) Provide "an assurance that the state will ensure coordination between antipoverty programs in each community in the state, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such community."

Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.

Federal Investigations

14.7. 676(b)(7) Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

Funding Reduction or Termination

14.8. 676(b)(8) Provide "an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)." Yes

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.

Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

14.9. 676(b)(9) Describe how the state will assure "that the state and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the state, including religious organizations, charitable groups, and community organizations."

Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.

Eligible Entity Tripartite Board Representation

14.10. 676(b)(10) Describe how "the state will require each eligible entity in the state to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."

Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.

The state reviews the eligible entities policies and procedures and bylaws. In addition, board files are reviewed as part of the States monitoring. Documentation in the Board member files is reviewed to determine the process by which the members were elected to the board.

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide "an assurance that the state will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.

State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. 676(b)(12) Provide "an assurance that the state and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."

Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.



By checking this box, the state CSBG authorized official is certifying the assurances set out above.

Section 15: Federal Certifications

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No:0970-0382
Expires:08/30/2024

SECTION 15 Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The box after each certification must be checked by the state CSBG authorized official.

15.1. Lobbying

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);.

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant

and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly

enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the

statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -
Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from

participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

15.3. Debarment

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through state or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

15.4. Environmental Tobacco Smoke

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.